



P.O. Box 942714
Sacramento, CA 94229-2714
(888) CalPERS (225-7377)
TDD – (916) 795-3240
www.calpers.ca.gov

Date: July 18, 2008
Reference No.:

Circular Letter No.: 600-035-08
Distribution: **VII**

Special:

Circular Letter

TO: HEALTH BENEFITS OFFICERS (HBO) AND ASSISTANTS OF THE
CALIFORNIA STATE UNIVERSITY, STATE, AND CONTRACTING
AGENCIES

SUBJECT: EMPLOYER OPEN ENROLLMENT HEALTH FAIR SCHEDULING TOOL

Introduction The Open Enrollment Health Fair Registration system provides you with an online single point of service portal to schedule a request for all Health Plan Partners to attend your employee health fairs.

The registration system is a “one-stop-shop” that allows you to notify the CalPERS Health Plan Partners (Anthem Blue Cross, Blue Shield of California, and Kaiser Permanente) of your event. Once your request is submitted to the system, a representative from each health plan will contact you to confirm their availability to attend your requested event.

The web portal is now available. You can access this online system by visiting the following links: www.healthfairregistration.com, or www.calpers.ca.gov.

Health Fair Reservation System This year’s Open Enrollment Health Fair Registration system is based on last year’s model and includes the following features:

- **Unique Registration:** You will register using your agency’s four-digit employer code and three digit unit code, and your agency’s five digit Zip code (e.g., 1234-000, 00000). If you do not know your agency’s employer and unit codes or Zip code on file, you can find them on your monthly invoice (public agencies only), or by calling the Employer Contact Center at 1-**888**-225-7377 for assistance.
- **Greater Flexibility:** Allows additional date scheduling opportunities. The calendar availability has been opened prior to the start of the CalPERS Open Enrollment Period to allow for scheduling flexibility.

- Clear Instructions: We've included step tabs to guide you through the scheduling process to ensure a successful registration. You will also find helpful hints for hosting a successful Health Fair.
 - Immediate Confirmation: You will receive an e-mail immediately after your registration request, to display you have been successfully acknowledged by the system. The e-mail will notify our Health Plan Partners of your request. The Health Plan Partners will confirm with you their attendance to your scheduling request.
 - Health Plan Phone Follow-up: A representative from each health plan will contact you to confirm their availability to attend your Health Fair within seven business days.
 - Follow-up: You will also receive a reminder e-mail two weeks prior to your event date.
-

Important Dates

The following are important dates to remember for this year's Open Enrollment activities.

July 1, 2008	Open Enrollment Health Fair Registration system available to employers. Note: Registration for the health fairs are served on a "first-come" basis. You will receive a follow-up confirmation by a Health Plan Carrier representative after your initial request.
September 2-October 10	Open Enrollment Health Fairs with the Health Plan Partners
September 15-October 10	CalPERS Open Enrollment Period

Contacts

Please contact the CalPERS Employer Contact Center at 1-888-225-7377 for further assistance.

Sincerely,

Holly A. Fong, Chief
Office of Employer & Member Health Services, CalPERS